

Document No. 002

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Auth: LPA ENG. 77/1005

Date: 24/3/58 By: oe

MEMORANDUM FOR: Mr. Peel

SUBJECT: Correspondence Log, Engineering Division, COMMO

1. Logging System:

It appears to the undersigned that the log system outlined in the attached memorandum from the Engineering Division, COMMO, is unnecessarily cumbersome and detailed. For instance, symbols used are too complex, duplication is inherent in the preparation of a log and a tickler file on each piece of correspondence, and insufficient information is contained in the total of both records to obtain best results.

2. Recommendation:

A system along the lines outlined below is suggested for consideration. This system, it is believed, would be adaptable to use throughout the Agency.

a. Log Numbers:

A block of numbers in a given series could be assigned to each CIA Office and, in turn, assigned in blocks to the various divisions; for example, COMMO could use the series beginning with two (2), with Office of the Chief, twenty (20), Engineering twenty-one (21), etc., dash the numerical sequence 1, 2, 3, etc., dash and date (month and year) (Example: 21-1-652).

b. Record Form:

The undersigned considers a log unnecessary when additional records are required inasmuch as a log lends itself only to the chronological listing of material without reference to subject, source, suspense, etc.

(1) It is suggested that 3x5 record cards be prepared in triplicate. Two colors could be used to indicate whether correspondence is incoming or outgoing, for instance, blue for incoming, pink for outgoing. The card should include the control number, source, subject, security classification, date of correspondence, attachments and enclosures, date received, date out and routing.

(2) One copy of the record card would be attached to the correspondence, one copy filed by number, and one copy filed by source.

(3) The card would be a snap-out type with carbon interleaved.

c. Tickler System:

(1) A red flag would be placed on the record card of any incoming correspondence which comes in for coordination or on routing and must be forwarded.

(2) A green flag would be placed on the record card of any incoming correspondence which has a suspense date for action.

(3) A yellow flag would be placed on the record card of any outgoing correspondence which is sent out for coordination or signature.

(4) If preferred to the flagging system, cards covering items in suspense could be filed chronologically under the due date while in suspense and transferred to the permanent file after action is completed.

3. Advantages of Proposed System:

a. Adaptability of card-type record to appropriate filing.

b. Use of one record to fulfill all needs of the Office for routing, location, suspense.

c. Simplicity and neatness as opposed to the logging system.

d. Adaptability to destruction of individual records when obsolete.



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